



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- Non-US citizens must provide a copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.
- Two visa application forms, completed online at <https://consular.embassyofindonesia.org/>, printed and signed. Select the type of visa you require to begin your application. Both applications must be signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport. Please note that a digital version of your visa photo and a sample of your signature must be uploaded as part of the application. *As the online application is complex, Concierge Service is recommended. Please contact [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for assistance.*
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of flight itinerary, showing the departure from the US, entry to Indonesia, departure from Indonesia, and US return.
- Copy of state-issued driver's license or ID.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from the U.S. company addressed to "Consulate General of Indonesia, San Francisco, CA" explaining the purpose of the trip and providing a financial guarantee. The letter must specify the visa duration and number of entries requested. The letter must be on company letterhead and must bear the original pen-to-paper signature of a representative of the company other than the applicant. Sample letters are attached.
- A letter of invitation from the Indonesian company to be visited, addressed to "Consulate General of Indonesia, San Francisco, CA." The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, telephone number and email for a contact person at the overseas company. Faxed or scanned copies are accepted. Sample letters are attached.

TOURIST TRAVELERS must also include:

- A copy of the applicant's most recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.
- A letter from the employer stating that the applicant will be returning to work after the trip to Indonesia. Students should submit a letter from from their school stating that the student is still enrolled at the school and intends to return to the school to continue studies after the trip.

MINORS UNDER AGE 18 must also include:

- A notarized copy of the applicant's birth certificate, showing both parents' names.
- A notarized Affidavit of Consent (attached), signed by both parents.
- If the applicant does not hold a driver's license, submit photocopies of the parents' driver's licenses.

*There is No Substitute for Experience.*

**G3's Standard of Service**

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.

Visa Requirements



*There is No Substitute for Experience.*

**Enhanced Services**

**G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:**

<b>Document Pre-Check:</b> Email <a href="mailto:ConciergeDesk@g3visas.com">ConciergeDesk@g3visas.com</a> for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
<b>Application Creation:</b> Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
<b>Application Correction:</b> G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
<b>Business Letter Creation:</b> G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
<b>Inbound FedEx Airbill:</b> G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
<b>Return Delivery Confirmation:</b> Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
<b>Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.</b>	<b>\$225.00</b>

**VISA NOTES**

- These instructions are applicable for residents of Alaska, California (Central and Northern California only), Idaho, Oregon, and Washington.
- Citizens of 45 countries, including the US, Canada, and United Kingdom, are eligible to receive a visa on arrival valid for a short visit of 30 days or less.
- Multiple entry visas are available to Business and Flight Crew applicants only. The first entry to Indonesia must be within 90 days of the day the multiple entry visa is issued.
- Non-US citizens may require visa approval from immigration authorities in Jakarta; please check with G3 to confirm if approval is required for your nationality. If approval is required, visa processing times will be extended by several weeks.

**PROCESSING NOTES**

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).



Send to: G3 Global Services  
 Attn: Visa Department  
 100 Bush Street, Suite 1650  
 San Francisco, CA 94104  
 877.898.1203 | SanFrancisco@g3visas.com

**SAN FRANCISCO  
 INDONESIA**

*There is No Substitute for Experience.*

**Concierge Service**  \$225.00 *Extra*

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 7 Business Days	Priority 10 Business Days	Expedited 15 Business Days
Single Entry	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$55.00
Multiple Entry Business/Flight Crew Only	<input type="checkbox"/> \$115.00	<input type="checkbox"/> \$115.00	<input type="checkbox"/> \$115.00

**G3 Service Fees**

Tourist or Transit	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Business	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Flight Crew	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00

**Return Delivery Fees**

<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge

*\*These services may not be available for all delivery locations.*

**Send Completed Order Form and All Required Documents To:**

**G3 Global Services, Attn: Visa Department**, 100 Bush Street, Suite 1650, San Francisco, CA 94104  
 415.762.8268 Phone | 877.898.1203 Toll Free | 415.762.8269 Fax | SanFrancisco@g3visas.com

[www.g3visas.com](http://www.g3visas.com)

Applicable Fees



Send to: G3 Global Services  
 Attn: Visa Department  
 100 Bush Street, Suite 1650  
 San Francisco, CA 94104  
 877.898.1203 | SanFrancisco@g3visas.com

**SAN FRANCISCO  
 INDONESIA**

Your invoice will be sent to your contact email.  Check here if you require a hard copy included with your return delivery.

**Payment Information**

Payment Via Check #:  *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard:  -  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

OR

American Express:  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

Name as it appears on the card:

Billing Address:

City:  State:  Zip:

Signature: \_\_\_\_\_

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

**Enhanced Services Requested:**

- Document Pre-Check, \$59.00
- Application Creation, \$150.00
- Application Correction, \$55.00
- Business Letter Creation, \$50.00
- Inbound FedEx Airbill, \$35.00
- Return Delivery Confirmation, \$15.00

or bundle all services above with our

Complete Concierge Service, \$225.00

**Total Fees from Applicable Fees Page**

*Please include Applicable Fees page with your request.*

	FEE	# Travelers	TOTAL
Enhanced Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Passport Protection Plan	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
		Return Delivery Fee	<input type="text"/>
		Subtotal	<input type="text"/>
		Add 5% for credit card convenience fee	<input type="text"/>
		Total Payment Enclosed	<input type="text"/>

**Traveler Names**

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

**Visa Service**

Visa Type:  Tourist  Business  
 Flight Crew  Other \_\_\_\_\_

Processing Speed:  Mission Critical  Priority  Expedited

**Travel Details**

Date of US Departure:  I must have my passport no later than:

Other visa or passport services requested:

Notes:

**Contact Information** *Who should G3 contact about this request?*

Name:  Company:

Contact Email (required):

Daytime Phone:  Mobile Phone:

**Return Delivery Address** *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name:  Company:

Street Address:

City:  State:  Zip Code:

Daytime Phone:  Mobile Phone:

VisaOrderForm

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:



## Sample Business Letter From U.S. Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 1, 2016

Consulate General of Indonesia, San Francisco, CA  
Consular Section

Dear Visa Officer,

Jeremy Simmons (*insert your name*), International Sales Director (*insert your position*), Sample Products, Inc. (*insert the name of your company*), is planning a business trip to Indonesia on Monday, August 3 through August 17 (*dates of your trip*). During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards (*insert name of contact*) at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in Indonesia.

He requests that you issue a single entry business visa valid for one month. (*Please specify the requested visa type and duration.*) I appreciate your attention to this matter.

Sincerely,

*Lucinda Albright*

Lucinda Albright  
Senior Vice President  
Sample Products, Inc.

*(The letter must have an original ink signature of a manager other than the applicant.)*

Sample Letter



## Sample Business Letter for Flight Crew

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 1, 2016

Consulate General of Indonesia, San Francisco, CA  
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in Indonesia is the complete and total responsibility of Sample Products, Inc. Aviation Department (*insert name of your flight department*).

Pilots: Primary Captain: Brian Randall  
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries  
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: July 13, 2016      Date of Arrival #2: (*add if applicable*)  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2016      Date of Departure #2: (*if applicable*)  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 (*contact number*).

Sincerely,

*Heather Bauer*

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

*(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)*

Sample Letter



## Sample Business Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 1, 2016

Consulate General of Indonesia, San Francisco, CA  
Consular Section

Dear Visa Officer,

Jeremy Simmons (*insert your name*), International Sales Director (*insert your position*), Sample Products, Inc. (*insert the name of your company*), is planning a business trip to Indonesia on Monday, August 3 through August 17 (*dates of your trip*). During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards (*insert name of contact*) at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. (*insert company name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in Indonesia.

We request that you issue him a single entry business visa valid for one month. (*Please specify the requested visa type and duration.*) We appreciate your attention to this matter.

Sincerely,

*James Ventura*

James Ventura  
Executive Officer  
Overseas Company, Ltd.

Sample Letter



## Sample Flight Crew Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 1, 2016

Consulate General of Indonesia, San Francisco, CA  
Consular Section

Dear Visa Officer,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. (*insert the name of your company*) and will be traveling to Indonesia aboard Sample Products, Inc. (*aircraft*) corporate aircraft Tail Number: N506AB (*number*).

Pilots:                      Primary Captain: Brian Randall  
                                    Backup: Christina Johnson

First Officer:              Primary: Robert Jeffries  
                                    Backup: Mark Brown

Flight Attendant:        Primary: Bonnie Hooper

They will be in Indonesia from July 13 to July 20, 2016. They will be transporting corporate executives from their corporate headquarters in Washington, DC to Indonesia, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country, Postal Code  
Telephone: 112-1234-5678

Sample Products, Inc. (*insert company name*) will financially guarantee their flight crew and corporate aircraft while in Indonesia.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. (*Please specify the requested visa type and duration.*) We appreciate your attention to this matter.

Sincerely,

*Alice Matthews*

Alice Matthews  
Flight Coordinator  
Overseas Company, Ltd.

(*The letter must be signed by a representative of the overseas company, handler, or FBO.*)

Sample Letter